

2026/27 Annual Community Grants Application Form Category B

Form Preview

Application Form Category B

Applicants: please note

Before completing this application form, you should have read the Qeanbeyan-Palerang Regional Council Donations Policy [here](#).

Up to \$3000 assistance is competitively available to applicant organisations under the Annual Community Grants Program 2026/27.

The following criteria will be considered when assessing requests for Category B venue hire donations:

- the purpose of the donation
- the alignment with Council's Community Strategic Plan and Delivery Plan
- previous donations and support provided to the applicant by Council
- the amount requested
- the applicant's access to alternative sources of funding
- Council's annual budget allowance

The Assessment Grid in the Annual Community Grants Category B Grant Guidelines at <https://www.qprc.nsw.gov.au/Community/Grants-Donations#section-5> will be utilised by Council assessors. If you have any questions please contact Council's Grants Officer on **6285 6044** or on mobile **0428 354 660** during business hours or email **liz.mirowski@qprc.nsw.gov.au**.

Privacy Management - Personal information provided in this form is required to process the application. Provision of information is voluntary; however, if insufficient information is provided, support for the application will be difficult when considering competing requests. Your personal information will not be used without your prior written permission.

IMPORTANT: Please read the information below to assist you in completing your application online.

BEFORE YOU BEGIN

Welcome to the Queanbeyan-Palerang Regional Council online grant application service, powered by Smartygrants.

You may begin anywhere in this application form. Make sure you save as you go.

If you need help using this form, download the Help Guide for Applicants, and the Frequently Asked Questions (available under the green Help Button at the top of the screen).

NAVIGATING (MOVING THROUGH) THE APPLICATION FORM

On the left hand side of every screen, there is a box which links directly to every page of the application. Use the link to move directly to the page you want. You can also use the 'next page' or 'previous page' options on the top or bottom of each page to move forward or backward through the application.

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SAVING YOUR DRAFT APPLICATION

If you wish to leave a partially completed application, press 'save and close' and log out. When you log back, click on the 'My Submissions' link at the top of the screen. Here you will find a list of applications you have started or submitted. You can reopen your draft application and continue where you left off.

SUBMITTING YOUR APPLICATION

You will find a **Review and Submit** button at the bottom of the Navigation Panel. You will need to review your application before you can submit it. Once you have reviewed your application you can submit it by clicking on 'Submit' at the top of the screen or on the Navigation Panel. You will not be able to submit your application until all the compulsory questions are completed.

Once you have submitted your application, you will not be able to edit or upload further supporting material.

When you submit your application, you will receive a confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

If you do not receive a confirmation email then your submission has NOT been received.

Hint: check that the email hasn't landed in your spam or junk email folder.

ATTACHMENTS AND SUPPORT DOCUMENTS

You may need to upload/submit attachments to support your application. This is simple, but requires you to have the documents saved on your computer, or on a storage device. You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however, we recommend trying to keep files to a maximum of 5MB - the larger the file, the longer the upload time.

A number of people can work on the application using the same login details as long as only one person is working at a time. Ensure you save as you go.

Details of Organisation

* indicates a required field

Applicant Organisation Details

Name of Organisation/Group *

Organisation Name

Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO.

Applicant Organisation Address *

Address

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Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Primary purpose and activities of your organisation *

Word count:

Must be no more than 500 words.

Number of members

How many members in your organisation. Must be a number

Contact for this application *

First Name

Last Name

This is the person we will correspond with about this grant

Contact person mobile number *

Must be an Australian phone number.

Contact person email address *

This is the address we will use to correspond with you about this grant.

Is your organisation not-for-profit?

☐ Yes

☐ No

Only not-for-profit organisations (and in some cases, individuals) are eligible to apply

ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	

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Tax Concessions

Main Business Location

Must be an ABN.

Finance

Why do you need financial assistance from Council [for example, what financial resources are available to your organisation and why they are not sufficient for venue hire?]

Word count:

Must be no more than 500 words.

Purpose and Needs

Why do you require the space?

Word count:

Must be no more than 500 words.

Please name the Council facility you wish to hire *

Date(s) and time(s) required?

Total cost of hire of the venue in 2026/27?

\$

Must be a dollar amount.

Please attach evidence of the venue booking hire

Attach a file:

Amount of Category B funds sought from this round? *

\$

Must be a dollar amount.

Authorisation by the Applicant Organisation

* indicates a required field

Authorisation by the Applicant Organisation

The application must be certified by an accountable Executive Officer of the applicant organisation.

I certify that the information given in this document is true and accurate, and that if the organisation receives a donation from Council, the conditions as set out in Council's *Donations Policy* and *Annual Community Grants Category B Grant Guidelines* will be complied with.

I agree *

☐ Yes

☐ No

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Date *

Must be a date